

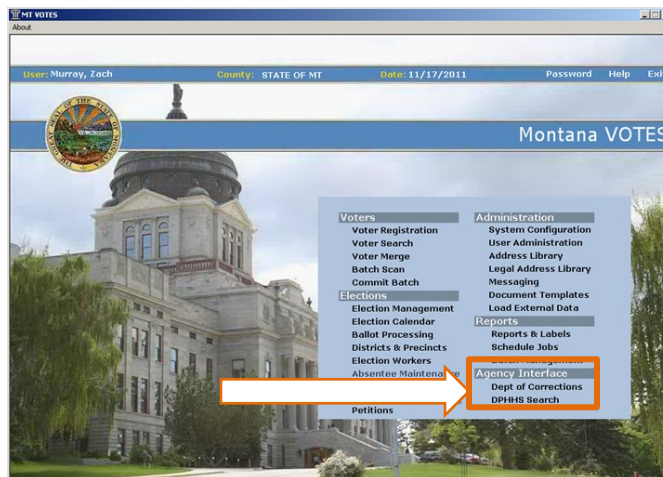


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Processing Felon and Deceased Voters

Agency Interface Introduction

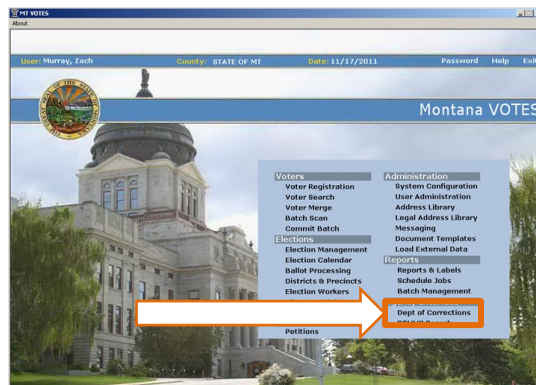


Overview

- The Agency Interface module allows you to easily identify and maintain voters that are potentially deceased or incarcerated felons.
- Before canceling any voters ensure that you have verified that they match the returned record, and have confirmed with your county attorney that they should be canceled.

Agency Interface— DOC Felon Voters

- The Dept. of Corrections link within the Agency Interface module will allow you to track and cancel incarcerated felon voters.



DOC Felon Voters– Search

- The search fields at the top of the Office of DOC Search screen will allow you to search for felon records that match voters in your county.
- You may also search without any fields entered to see a list of all records.
- Choosing state and using a % for last name will display all records state wide.

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DOC Felon Voters– Tasks

- Create new
 - Will only function at the state level.
- Identify Potential Felons
- Process Felons

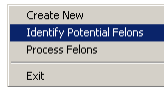
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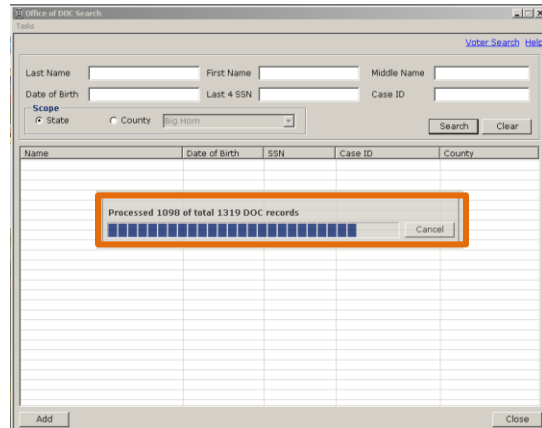
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DOC Felon Voters– Identify Potential Felons

- From the Task Menu Click on Identify Potential Felons.



- A progress bar will display.
- Upon complete new potential felon voter records will be available for searching and processing.



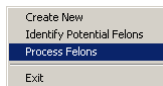
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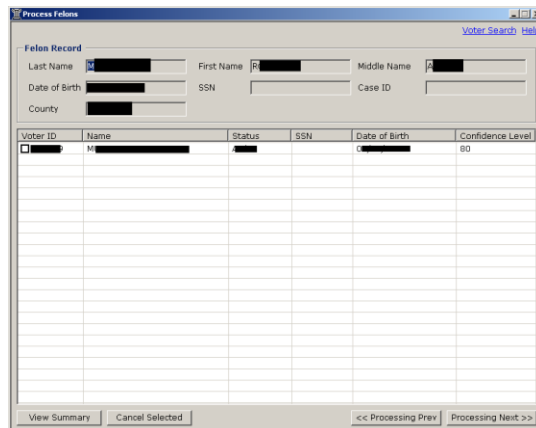
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DOC Felon Voters– Process Felons

- Be sure to Identify Potential Felons before going to process felons.
- From the Task menu click on Process Felons.



- The first potential felon record will display.



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DOC Felon Voters–

Process Felons

- Compare the Felon record above to the Voter listed below.
- A confidence level will be given for the match.
- Click on a voting record and click summary to view additional details.

The screenshot shows the 'Process Felons' application window. The 'Felon Record' section at the top contains input fields for Last Name, First Name, Middle Name, Date of Birth, SSN, and Case ID. Below this is a table with the following columns: Voter ID, Name, Status, SSN, Date of Birth, and Confidence Level. The first row of the table contains a voter record. At the bottom of the window, there are buttons for 'View Summary', 'Cancel Selected', '<< Processing Prev', and 'Processing Next >>'. Orange arrows point from the text instructions to the corresponding fields and buttons in the interface.

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Statutory Requirements

- The individual must be incarcerated in a penal institution before they lose their voting privileges.
 - Being convicted of a felony alone is not grounds for cancellation.
- Always make sure that the voter meets the statutory requirements for cancellation.
- Verify with the county attorney before cancelling any voter

DOC Felon Voters–

Process Felons

- Before clicking Cancel Selected be certain that the voter ID matches the Felon record, and that you have verified that the voter should be canceled.
- When ready, check the box for the voter and click the Cancel Selected button to cancel the voter.
- Use the Prev and Next buttons to move onto the next voter.

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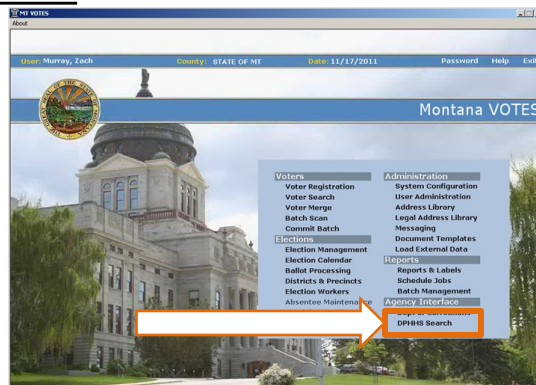
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Agency Interface–

DPHHS Deceased Voters

- The DPHHS Search link, within the Agency Interface module, will allow you to track and cancel deceased voters.



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DPHHS Deceased Voters– Search

- The search fields at the top of the DPHHS Search screen will allow you to search for deceased records that match voters in your county.
- You must enter at least one search criteria to run the search.

The screenshot shows the 'DPHHS Search' window. At the top, there are search fields: Last Name, First Name, Middle Name, Suffix, Date Of Death, Date Of Birth, Gender, and Last 4 SSN. Below these fields are 'Clear' and 'Search' buttons. A table with columns Name, SSN, Date Of Birth, Date Of Death, and Gender is visible. An orange box highlights the search fields, and an orange arrow points to the 'List of Records' button at the bottom right of the table area.

- Warning:** Running a search that is too vague can cause your session to freeze as it waits for all results to be found.

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DPHHS Deceased Voters– Tasks

- Identify Potential Deceased
- Process Deceased

The screenshot shows the 'DPHHS Search' window with the 'Tasks' menu open. The menu options are 'Identify Potential Deceased' and 'Process Deceased'. An orange box highlights these two options, and an orange arrow points to 'Identify Potential Deceased'. The search fields and table from the previous screenshot are also visible.

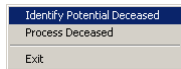
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DPHHS Deceased Voters– Identify Potential Deceased

- From the Task Menu Click on Identify Potential Deceased.



- A progress bar will display.
- Upon completion new potential deceased voter records will be available for searching and processing.

A screenshot of the 'DPHHS Search' window. It has a 'Search' section with fields for Last Name, First Name, Middle Name, Suffix, Date Of Death, Date Of Birth, Gender, and Last 4 SSN. Below these is a table with columns: Name, SSN, Date Of Birth, Date Of Death, and Gender. A progress bar is overlaid on the table, showing 'Processed 870 of total 1090 DPHHS records'. A 'Cancel' button is next to the progress bar. At the bottom right is a 'Close' button.

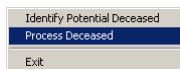
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DPHHS Deceased Voters– Process Deceased

- Be sure to Identify Potentially Deceased before going to Process Deceased.
- From the Task menu click on Process Deceased.



- The first potentially deceased record will display.

A screenshot of the 'Process Deceased' window. It has a 'Deceased Record' section with fields for Last Name, First Name, Middle Name, Date of Birth, SSN, Date of Death, Country of Residence, Country of Death, and Gender. Below this is a table with columns: Voter ID, Name, Status, SSN, Date of Birth, and Confidence Level. The first row of the table is highlighted. At the bottom are buttons for 'View Summary', 'Cancel Selected', '<< Processing Prev', and 'Processing Next >>'.

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DPHHS Deceased Voters–

Process Deceased

- Compare the Deceased record above to the Voter listed below.
- A confidence level will be given for the match.
- Click on a voter record and click summary to view additional details.

The screenshot shows the 'Process Deceased' application window. It features a 'Deceased Record' section with input fields for personal and identification information. Below this is a table for comparing deceased records with current voter records. The table has columns for Voter ID, Name, Status, SSN, Date of Birth, and Confidence Level. Navigation buttons like 'View Summary', 'Cancel Selected', '<< Processing Prev', and 'Processing Next >>' are located at the bottom of the window.

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Statutory Requirements

- You must verify that the Voter is deceased outside of MT Votes before cancelling their voter record.
- Always make sure that the voter meets the statutory requirements for cancellation.
- **Verify with the county attorney before cancelling any voter**

DPHHS Deceased Voters–

Process Deceased

- Before clicking Cancel Selected be certain that the voter ID matches the Felon record, and that you have verified that the voter should be canceled.
- When ready, check the box for the voter and click the Cancel Selected button to cancel the voter.
- Use the Prev and Next buttons to move onto the next voter.

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As always, please feel free to contact the Help Desk, at 1-866-541-6767, with any further questions you may have.



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